

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 6: Probation

Chapter 2: Adult Services

Section 6-202: Intensive Probation Supervision

A. Definitions. In this section the following definitions apply:

AAbscond@ means a probationer has moved from the primary place of residence without permission of the probation officer or whose whereabouts are unknown.

AA CJIS@ means Arizona Criminal Justice Information System.

AA administrative director@ means both the administrative director of the Administrative Office of the Courts and the director's designee.

AA Alcohol and drug testing@ means any method of determining the level or identifiable substances in the body including, but not limited to, breathalyzer tests, blood tests, and urine samples.

AAOC@ means Arizona Supreme Court, Administrative Office of the Courts.

AA Arrest notification@ means notice, by any means, that the probationer has been arrested, cited or had official contact with a law enforcement officer.

AA Community service@ means unpaid labor or services provided to a not-for-profit private or governmental agency.

AA Court@ means the superior court.

AA Curfew@ means the hours the probationer is to remain at the probationer's residence pursuant to A.R.S. ' 13-914(E)(4).

AA Hand counts@ means manual tabulation of all intensive probation case files in the county, conducted independently from any automated system.

AA Intensive probation team@ means one adult probation officer and one surveillance officer, or one adult probation officer and two surveillance officers, or one adult probation officer if a waiver of standards is granted.

AA Long term residential treatment@ means any type of treatment or counseling where the probationer resides at the facility for 31 days or more.

AShort term residential treatment@ means any type of treatment or counseling where the probationer resides at the facility for 30 days or less.

AStandardized assessment@ means a tool to indicate the individual's propensity to re-offend and the treatment services needed to help prevent further illegal activities.

AVisual contact@ means face-to-face communication to discuss progress, issues of concern or other appropriate matters.

B. Applicability. Pursuant to Article VI, Section 3 of the Arizona Constitution and A.R.S. ' ' 13-913 through 13-920, the following requirements are issued to govern the administration and operation of adult intensive probation programs. The AOC shall administer adult intensive probation programs on behalf of the supreme court.

C. Purpose. A.R.S. ' 13-913 provides that intensive probation supervision is aA . . highly structured and closely supervised probation which emphasizes the payment of restitution.@

D. General Administration.

1. The AOC shall:

- a. Administer and direct intensive probation programs on behalf of the supreme court;
- b. Monitor intensive probation programs;
- c. Prepare written material setting forth various techniques, practices, guidelines and other recommendations regarding the operation and management of intensive probation programs and distribute this material to judges and probation personnel;
- d. Inspect, audit, or have audited the records of any superior court operating an intensive probation program;
- e. Prescribe and adopt procedures, forms and reports necessary for financial administration, program administration, operation and management of intensive probation programs;
- f. Conduct seminars and educational sessions regarding the purpose and operation of intensive probation programs;
- g. Establish performance measures and expectations in consultation with the court for determining compliance with each court's intensive probation program plan and budget request;

- h. Assist courts in developing their intensive probation program plans and budgets;
 - i. Provide general assistance to courts on the operation of intensive probation programs; and
 - j. Adopt other administrative practices and procedures, consistent with this code, as necessary for the administration of the intensive probation supervision program.
2. For purposes of uniform administration, each adult probation department receiving state intensive probation funds shall comply with this code.

E. Budget Request Preparation.

1. Pursuant to A.R.S. ' 13-920 the presiding judge wishing to operate an intensive probation program shall submit a proposed plan and budget request for the subsequent fiscal years to the AOC. The administrative director shall establish the date for submission, as well as the forms to be used and the corresponding instructions.
2. The administrative director shall review each request, and may modify the request based on appropriate statewide considerations. The AOC shall include the court's request or the modified request, in the supreme court's annual budget request. The administrative director shall allocate to the court the monies appropriated by the legislature for intensive probation programs based on the proposed plan, availability of funds, caseload population, past year use, and program effectiveness.
3. If a court does not agree with the allocations and requests further review, the chief justice shall make the final determination.
4. Each participating court shall support the budget request with written justification and explanation as required by the administrative director.

F. Program Plan and Financial Management.

1. Each participating court shall submit an expenditure plan to the administrative director. The expenditure plan and any plan modification shall be consistent with A.R.S. ' 13-913 through 13-920, this code, the supreme court's budget request and with available monies appropriated by the legislature for intensive probation programs. The participating court shall submit the plan within the prescribed time frame and on forms required by the administrative director.
2. Each presiding judge shall submit, in writing, all requests to modify expenditure plans on a form approved by the administrative director.
3. In the event that the administrative director disapproves a plan or plan modification submitted by a

court, the presiding judge of the court may request that the administrative director submit the plan to the chief justice for consideration and final determination.

4. Pursuant to A.R.S. ' 12-263, on approval of the plan as submitted or modified and the availability of funds, the administrative director shall enter into a written funding agreement with the submitting court for the distribution of funds. The administrative director may amend or terminate funding agreements due to lack of funds, lack of financial need, or the court's failure to comply with applicable statutes, the approved plan, funding agreement or this code.
5. The administrative director may reallocate funds during the year based on documented need, current use of funds and approved plan or budget modifications.
6. Pursuant to A.R.S. ' 12-267(B), the county's chief fiscal officer shall deposit funds received by the court pursuant to A.R.S. ' 13-920 into a separate account within the adult probation services fund.
7. The participating court shall use allocated state funds and interest only for the support and operation of approved intensive probation programs.
8. On agreement with a participating court, the administrative director may withhold funds allocated to the court and may authorize direct expenditures for the benefit of the court. The administrative director may also reallocate these funds during the fiscal year.
9. The presiding judge of each participating court shall submit to the AOC, by January 31 of each year, a mid-year financial and program activity report related to the court's plan through December 31. Failure to submit the report in a timely manner may result in financial sanctions.
10. The presiding judge of each participating court shall submit to the AOC, by August 31 of each year, a closing financial and program activity report related to the court's plan through June 30. Failure to submit the report in a timely manner may result in financial sanctions.
11. The presiding judge of each participating court shall return to the AOC, by August 31 of each year, all intensive probation program funds distributed to the court which are unencumbered as of June 30 and unexpended as of July 31. Failure to revert the unencumbered funds in a timely manner may result in financial sanctions.
12. The administrative director shall determine how the funds are used in the event that a court experiences a decreased need for funds or declines to participate after the legislature has appropriated funds for intensive probation programs.
13. Each participating court and its probation department shall maintain and provide to the AOC data and statistics as may be required by the supreme court to administer intensive probation programs.

14. On request of the AOC, the chief probation officer shall conduct hand counts of the county's intensive probation population. The chief probation officer shall submit the results of the hand counts to the AOC.
 15. Each participating court and its probation department shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least 5 years from the close of each fiscal year.
- G. Allocation and Management of Intensive Probation Supervision Personnel Placements. The administrative director shall allocate state funded intensive probation personnel placements approved for intensive probation among courts. The administrative director may prepare and implement procedures for adjusting allocated placements and associated monies among courts.

H. Eligibility Requirements for Intensive Probation.

1. A.R.S. ' 13-914(A) provides:

An adult probation officer shall prepare a presentence report for every offender who has either:

1. Been convicted of a felony and for whom the granting of probation is not prohibited by law.
 2. Violated probation by commission of a technical violation that was not chargeable or indictable as a criminal offense.
2. The presentence report assists the court in determining appropriateness for placement on intensive probation.
3. Probation officers shall support the placement of an offender on intensive probation with a standardized risk assessment. An offender who scores outside the acceptable limits of the standardized risk assessment is not eligible for intensive probation unless approved in writing by the chief probation officer or designee.
4. A.R.S. ' 13-914(B) provides: ~~A~~The adult probation officer shall evaluate the needs of the offender and the offender's risk to the community, including the nature of the offense and the prior criminal history of the offender@ The adult probation officer shall consider these factors in making a recommendation to the court for placement on intensive probation.
5. In determining appropriateness for intensive probation the probation officer shall also consider:

- a. The offender's need for the structure, accountability, and close monitoring;
 - b. The focus on treatment inherent in the intensive probation program;
 - c. The benefits of the intensive probation program to the offender;
 - d. Community safety;
 - e. The potential harm to the victim including the victim's attitude toward placing the offender on intensive probation;
 - f. Payment of restitution;
 - g. The probability the offender will remain at liberty without violating the law;
 - h. Performance of community service hours; and
 - i. Any other factors determined appropriate to the ends of justice and the safety of the community.
6. The probation officer shall include the reasons supporting intensive probation in the presentence report.

I. Sentencing Provisions.

1. A.R.S. ' 13-914(E) provides that intensive probation shall be conditioned on the offender:
 1. Maintaining employment or maintaining full-time student status at a school subject to the provisions of Title 15 or Title 32, Chapter 30 and making progress deemed satisfactory to the probation officer, or both, or being involved in supervised job search and community service work at least six days a week throughout the offender's term of intensive probation;
 2. Paying restitution and probation fees of not less than \$50 unless, after determining the inability of the offender to pay the fee, the court assesses a lesser fee;
 3. Establishing residence at a place approved by the intensive probation team and not changing the offender's residence without the team's prior approval;

4. Remaining at the offender's place of residence at all times except to go to work, to attend school, to perform community service and as specifically allowed in each instance by the adult probation officer;
 5. Allowing administration of drug and alcohol tests if requested by a member of the intensive probation team;
 6. Performing not less than forty hours of community service each month. Full-time students may be exempted or required to perform fewer hours of community service. For good cause, the court may reduce the number of community service hours performed to not less than twenty hours each month;
 7. Meeting any other conditions imposed by the court to meet the needs of the offender and limit the risks to the community, including participation in a program of community punishment authorized in Title 12, Chapter 2, Article 11.
2. Good cause, in the context of reducing an intensive probationer's monthly community service requirement, includes but is not limited to:
 - a. Disability;
 - b. Physical or mental illness;
 - c. Participation in or completion of long term residential treatment;
 - d. Working full time and attending at least 6 college credit hours or 6 hours at general equivalency diploma, adult basic education or vocational education classes per week;
 - e. Working full time and participating in intensive outpatient, short term residential, or day treatment; or
 - f. Successful completion of levels I or II of intensive probation.
 3. The court shall exempt community service requirements while the probationer is incarcerated as a condition of intensive probation. In addition, where otherwise appropriate and permissible, a probationer incarcerated as a condition of intensive probation is eligible for work furlough and job search programs while incarcerated.
 4. A.R.S. ' 13-918(B) provides:

The person's wages shall be paid directly to an account established by the chief adult probation officer from which the chief adult probation officer shall make

payments for restitution, probation fees, fines, and other payments. The balance of the monies shall be placed in an account to be used for or paid to the person or his immediate family in a manner and in such amounts as determined by the chief adult probation officer or the court. Any monies remaining in the account at the time the person successfully completes probation shall be paid to the person.

- J. Caseload Limit. A.R.S. ' 13-916(B) provides: AA two person intensive probation team shall supervise no more than twenty-five persons at one time, and a three person intensive probation team shall supervise no more than forty persons at one time.@

K. Active Case.

1. Intensive probation teams shall only supervise persons on intensive probation supervision.
2. The intensive probation teams active caseload shall include:
 - a. Probationers residing in the teams county receiving intensive supervision services, regardless of their supervision level;
 - b. Probationers in jail pending probation revocation proceedings;
 - c. Probationers in short term residential treatment in another county;
 - d. Probationers in residential treatment in the teams county; and
 - e. Probationers in jail and participating in a work furlough, work release, or job search program.
3. The intensive probation teams active caseload shall not include:
 - a. Probationers imprisoned in the Arizona Department of Corrections as a condition of probation;
 - b. Probationers residing in another state;
 - c. Probationers considered absconders with an active warrant;
 - d. Probationers deported to another country and the team has received a copy of the deportation;
 - e. Probationers serving concurrent or consecutive prison commitments;
 - f. Probationers residing in another county pending acceptance of transfer to another county or state;

- g. Probationers in long term residential treatment in another county; or
- h. Probationers in jail as a condition of intensive probation, regardless of length of incarceration, who are not participating in a work furlough, work release, or job search program.

L. Waiver Provisions. On request of the participating court, the administrative director may waive supervision, contact and caseload limit requirements.

1. A.R.S. ' 13-919 provides:

The requirements of ' 13-916, subsection A, subsection B and subsection F, paragraph 2 may be waived for a county with a population of fewer than three hundred thousand persons if the caseload of every adult probation officer supervising persons on intensive probation is not more than fifteen persons and the program requires visual contact with each probationer at least one time a week.

2. The presiding judge shall file a waiver request with the AOC on a form prescribed by the administrative director. The administrative director shall determine whether to grant the waiver.

M. Program Operations.

1. Each probation department shall:
 - a. Have a written procedure regarding the alcohol and drug testing of persons on intensive probation. The procedure shall address the methods used to select probationers for testing, the frequency of testing, and the type of test to be administered;
 - b. Have a process by which accurate and timely records of the completion of community service hours are maintained for each probationer. Credit toward court-ordered community service requirements are awarded on the basis of actual hours completed unless authorized by the court;
 - c. Work with the office of the clerk of the court to establish a process by which supervising probation officers are provided with accurate and timely information concerning collections;
 - d. Ensure the collection of monies owed as a condition of probation. Each probation department and intensive probation team shall immediately address any arrearage. Each probation department and intensive probation team shall also encourage the probationers' payment of other assessments, such as child support or traffic fines, ordered by any court;

- e. Develop policies and procedures to ensure that probation officers providing intensive probation supervision reexamine and reassess the risk and needs of each intensive probationer under their supervision and the factors associated with reducing, maintaining or increasing the intensive probationer's level of supervision. A.R.S. ' 13-917(A) provides:

The adult probation officer shall periodically examine the needs of each person granted intensive probation and the risks of modifying the level of supervision of the person. The court may at any time modify the level of supervision of a person granted intensive probation, or may transfer the person to supervised probation or terminate the period of intensive probation pursuant to A.R.S. ' 13-901, subsection E.

- f. Have a written policy concerning the monitoring of probationer's compliance with court-ordered or disclosed prescription medications for mental health or public health concerns. This policy shall include protocols to ensure routine and timely communication between the supervising probation officer and physician regarding the probationer's compliance with dosage requirements; and
- g. Accurately and timely record information on persons placed on intensive probation in the ACJIS maintained by the Arizona department of public safety. Members of intensive probation teams shall respond to each arrest notification received through ACJIS or through any law enforcement officer.

2. Each intensive probation team shall:

- a. Conduct a standardized assessment on every intensive probationer.
 - (1) Each probation officer providing intensive probation supervision shall conduct a standardized assessment of each new probationer within 30 days of a probationer's placement on probation unless a standardized assessment was previously conducted during the presentence process. The supervising probation officer shall use the results of the assessment to establish a level of supervision for the probationer and formulate a supervision plan.
 - (2) Each probation officer providing intensive probation supervision shall every 90 days examine and reassess the risk and needs of each probationer under the officer's supervision and the factors associated with reducing, maintaining or increasing the intensive probationer's level of supervision. The probation officer shall petition the court to increase or decrease a probationer's level of supervision at regular intervals, when appropriate, based on standardized assessments and the probationer's compliance with conditions of probation;

- b. Make a documented effort to locate an absconder. If the probationer is not located within 72 hours, the intensive probation team shall file a petition to revoke probation and request that the court issue a warrant. Efforts to locate the probationer shall continue until the probationer is apprehended;
 - c. Petition the court to modify the probationer's supervision to standard probation or terminate the period of probation when the team determines that intensive probation is no longer needed. If the probation grant is modified to standard supervision, the probation department shall transfer the case to a standard probation officer;
 - d. Have ~~A . .~~ the authority of a peace officer in the performance of his duties@pursuant to A.R.S. ' 12-253(3);
 - e. ~~A . .~~ assist each person under its supervision in obtaining employment@pursuant to A.R.S. ' 13-918(A); and
 - f. Require each active probationer under the team's supervision to submit a weekly schedule of activities for approval. The intensive probation team shall use the approved schedule to establish a curfew which specifies the hours during which the probationer is to remain at their place of residence. The intensive probation team shall monitor and enforce any established curfew.
3. Pursuant to A.R.S. ' 13-917(C) ~~A~~The court shall notify the prosecuting attorney, and the victim on request, of any proposed modification of a person's intensive probation if that modification will substantially affect the person's contact with or safety of the victim or if the modification involves restitution or incarceration status.@
4. A.R.S. ' 13-917(B) provides:

The court may issue a warrant for the arrest of a person granted intensive probation. If the person commits an additional offense or violates a condition of probation, the court may revoke intensive probation at any time before the expiration or termination of the period of intensive probation. If a petition to revoke the period of intensive probation is filed and the court finds that the person has committed an additional felony offense or has violated a condition of intensive probation which poses a serious threat or danger to the community, the court shall revoke the period of intensive probation and impose a term of imprisonment as authorized by law. If the court finds that the person has violated any other condition of intensive probation, it shall modify the conditions of intensive probation as appropriate or shall revoke the period of intensive probation and impose a term of imprisonment as authorized by law.

5. A.R.S. ' 13-918(B) provides that the intensive probationer's:

. . . wages shall be paid directly to an account established by the chief adult probation officer from which the chief adult probation officer shall make payments for restitution, probation fees, fines and other payments. The balance of the monies shall be placed in an account to be used for or paid to the person or his immediate family in a manner and in such amounts as determined by the chief adult probation officer or the court. Any monies remaining in the account at the time the person successfully completes probation shall be paid to the person.

6. In the absence of specific court-ordered monthly payment schedules the chief probation officer shall establish monthly, bimonthly or weekly payment schedules for each person on intensive probation which emphasizes the payment of restitution and probation fees.
7. At the time a warrant is issued for a probationer who absconds from intensive supervision, the probationer is revoked from intensive probation, or at the time of the probationer's death, any monies remaining in the account at the time shall be disbursed to satisfy court-ordered payments in a manner and in amounts determined by the chief probation officer or the court. Any remaining balance in the account over \$5.00 shall, on request, be paid to the probationer or the probationer's beneficiary.
8. A person on intensive probation may have supervision transferred to another Arizona county provided the receiving county operates an intensive probation supervision program, has an available opening on an active caseload, and approves the transfer.
9. A person on intensive probation must reside in the state of Arizona until completion of the term of intensive probation, or until the court otherwise modifies the probation grant or discharges the person from supervision.

N. Minimum Contact Requirements.

1. The following contact requirements are established as minimum thresholds. Each probation department may establish more rigorous contact requirements for any supervision level. Each chief probation officer shall ensure that all established minimum contact requirements are provided in writing to each intensive probation team, along with appropriate training on adherence to those requirements.
2. Supervision level I shall include:
 - a. Visual contacts. The intensive probation team shall have a minimum of four visual contacts each

week with each intensive probationer. Visual contacts shall be varied and unscheduled, and include days, nights, weekends and holidays;

- b. Employment verification. The intensive probation team shall have face-to-face, telephonic or written contact with the intensive probationer's employer each week. The intensive probationer, if unemployed, shall each weekday, unless otherwise specified, provide the intensive probation team with verification of job search activities;
 - c. Investigation of arrest notification. The intensive probation team shall immediately contact the law enforcement officer or agency involved, upon receipt of an arrest notification, to ascertain the nature and circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The intensive probation team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;
 - d. Curfew. The intensive probation team shall monitor and enforce curfews established pursuant to A.R.S. ' 13-914(E)(4);
 - e. Community service. The intensive probation team shall monitor, record and enforce the community service requirements ordered by the court pursuant to A.R.S. ' 13-914(E)(6);
 - f. Alcohol and drug testing. The intensive probation team shall administer or cause to have administered alcohol and drug tests on a variable schedule. The intensive probation team shall assess each probationer's need for monitoring of alcohol and drug use and determine the frequency of testing. The testing frequency shall be specified on the supervision plan. In the absence of a specified frequency, the intensive probation team shall administer or cause to have administered a minimum of one alcohol and drug test per month, unless otherwise directed by the court; and
 - g. Treatment and counseling. The intensive probation team shall provide a written directive to the probationer referring the probationer to an appropriate service provider within 60 days of sentencing, release from custody, or identification of the need if a need for treatment or counseling is identified through the use of a statewide standardized assessment or is ordered by the court. If more than one area of treatment or counseling is identified, the intensive probation team shall prioritize the needs and address the one with highest priority within the prescribed time frame. The intensive probation team shall then address the remaining treatment or counseling areas in descending order.
3. Supervision level II shall include:
- a. Visual contacts. The intensive probation team shall have a minimum of two visual contacts each

week with each intensive probationer. Visual contacts shall be varied and unscheduled, and include days, nights, weekends and holidays;

- b. Employment verification. The intensive probation team shall have face-to-face, telephonic or written contact with the intensive probationer's employer every two weeks. The intensive probationer, if unemployed, shall each weekday, unless otherwise specified, provide the intensive probation team with verification of job search activities;
 - c. Investigation of arrest notification. The intensive probation team shall immediately contact the law enforcement officer or agency involved, upon receipt of an arrest notification, to ascertain the nature and circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The intensive probation team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;
 - d. Curfew. The intensive probation team shall monitor and enforce curfews established pursuant to A.R.S. ' 13-914(E)(4);
 - e. Community service. The intensive probation team shall monitor, record and enforce the community service requirements ordered by the court pursuant to A.R.S. ' 13-914(E)(6);
 - f. Alcohol and drug testing. The intensive probation team shall administer or cause to have administered alcohol and drug tests on a variable schedule. The intensive probation team shall assess each probationer's need for monitoring of alcohol and drug use and determine the frequency of testing. The testing frequency shall be specified on the supervision plan. In the absence of a specified frequency, the intensive probation team shall administer or cause to have administered a minimum of one alcohol and drug test per month, unless otherwise directed by the court; and
 - g. Treatment and counseling. The intensive probation team shall provide a written directive to the probationer referring the probationer to an appropriate service provider within 60 days of sentencing, release from custody, or identification of the need if a need for treatment or counseling is identified through the use of a statewide standardized assessment or is ordered by the court. If more than one area of treatment or counseling is identified, the intensive probation team shall prioritize the needs and address the one with highest priority within the prescribed time frame. The intensive probation team shall then address the remaining treatment or counseling areas in descending order.
4. Supervision level III shall include:
- a. Visual contacts. The intensive probation team shall have a minimum of one visual contact each

week with each intensive probationer. Visual contacts shall be varied and unscheduled, and include days, nights, weekends and holidays;

- b. Employment verification. The intensive probation team shall have face-to-face, telephonic or written contact with the intensive probationer's employer every two weeks. The intensive probationer, if unemployed, shall each weekday, unless otherwise specified, provide the intensive probation team with verification of job search activities;
 - c. Investigation of arrest notification. The intensive probation team shall immediately contact the law enforcement officer or agency involved, upon receipt of an arrest notification, to ascertain the nature and circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The intensive probation team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;
 - d. Curfew. The intensive probation team shall monitor and enforce curfews established pursuant to A.R.S. ' 13-914(E)(4);
 - e. Community service. The intensive probation team shall monitor, record and enforce the community service requirements ordered by the court pursuant to A.R.S. ' 13-914(E)(6);
 - f. Alcohol and drug testing. The intensive probation team shall administer or cause to have administered alcohol and drug tests on a variable schedule. The intensive probation team shall assess each probationer's need for monitoring of alcohol and drug use and determine the frequency of testing. The testing frequency shall be specified on the supervision plan. In the absence of a specified frequency, the intensive probation team shall administer or cause to have administered a minimum of one alcohol and drug test per month, unless otherwise directed by the court; and
 - g. Treatment and counseling. The intensive probation team shall provide a written directive to the probationer referring the probationer to an appropriate service provider within 60 days of sentencing, release from custody, or identification of the need if a need for treatment or counseling is identified through the use of a statewide standardized assessment or is ordered by the court. If more than one area of treatment or counseling is identified, the intensive probation team shall prioritize the needs and address the one with highest priority within the prescribed time frame. The intensive probation team shall then address the remaining treatment or counseling areas in descending order.
5. Supervision level IV is designed to provide a transition between intensive and standard probation and is reserved for probationers who have successfully completed one or more of the more stringent levels of intensive probation. Supervision level IV shall include:

- a. Visual contacts. The intensive probation team shall have a minimum of two visual contacts each month with each intensive probationer, with at least one of these contacts occurring at the probationer's residence or employment. Visual contacts shall be varied and unscheduled, and include days, nights, weekends and holidays;
- b. Employment verification. The intensive probation team shall have face-to-face, telephonic or written contact with the intensive probationer's employer once each month. The intensive probationer, if unemployed, shall each weekday, unless otherwise specified, provide the intensive probation team with verification of job search activities;
- c. Investigation of arrest notification. The intensive probation team shall immediately contact the law enforcement officer or agency involved, upon receipt of an arrest notification, to ascertain the nature and circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The intensive probation team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;
- d. Curfew. The intensive probation team shall monitor and enforce curfews established pursuant to A.R.S. ' 13-914(E)(4);
- e. Community service. The intensive probation team shall monitor, record and enforce the community service requirements ordered by the court pursuant to A.R.S. ' 13-914(E)(6);
- f. Alcohol and drug testing. The intensive probation team shall administer or cause to have administered alcohol and drug tests on a variable schedule. The intensive probation team shall assess each probationer's need for monitoring of alcohol and drug use and determine the frequency of testing. The testing frequency shall be specified on the supervision plan. In the absence of a specified frequency, the intensive probation team shall administer or cause to have administered a minimum of one alcohol and drug test per month, unless otherwise directed by the court; and
- g. Treatment and counseling. The intensive probation team shall provide a written directive to the probationer referring the probationer to an appropriate service provider within 60 days of sentencing, release from custody, or identification of the need if a need for treatment or counseling is identified through the use of a statewide standardized assessment or is ordered by the court. If more than one area of treatment or counseling is identified, the intensive probation team shall prioritize the needs and address the one with highest priority within the prescribed time frame. The intensive probation team shall then address the remaining treatment or counseling areas in descending order.

6. Supervision level V is reserved for probationers participating in long term residential treatment. On release from the residential facility, the intensive probation team shall place the probationer in one of the various supervision levels using criteria such as a discharge plan supported by and involving the treatment provider, intensive probation team and the probationer, and the probationer's compliance with the conditions of probation. Supervision level V shall include:
 - a. Visual contacts. The intensive probation team shall have a minimum of one visual contact each month with each intensive probationer. Visual contacts shall be varied and unscheduled, and include days, nights, weekends and holidays;
 - b. Treatment provider contacts. The intensive probation team shall have a minimum of one face-to-face, telephonic or written contact per month with the intensive probationer's treatment provider;
 - c. Investigation of arrest notification. The intensive probation team shall immediately contact the law enforcement officer or agency involved, upon receipt of an arrest notification, to ascertain the nature and circumstances surrounding the contact and obtain a copy of any corresponding incident report or citation. The intensive probation team shall document in the case file all contacts and information received pertaining to the incident, as well as the action taken as a result of the incident;
 - d. Community service. The intensive probation team shall monitor, record and enforce the community service requirements ordered by the court pursuant to A.R.S. ' 13-914(E)(6); and
 - e. Alcohol and drug testing. The intensive probation team shall administer or cause to have administered alcohol and drug tests on a variable schedule. The intensive probation team shall assess each probationer's need for monitoring of alcohol and drug use and determine the frequency of testing. The testing frequency shall be specified on the supervision plan. In the absence of a specified frequency, the intensive probation team shall administer or cause to have administered a minimum of one alcohol and drug test per month, unless otherwise directed by the court.

O. Required Records.

1. A.R.S. ' 13-916(F)(1) provides: AThe intensive probation team shall secure and keep a complete identification record of each person supervised by the team and a written statement of the conditions of probation.@
2. The intensive probation team shall also maintain verifiable records for each probationer, including, but not limited to:

- a. An individual case plan setting forth behavioral and program expectations;
- b. Contact logs detailing the time, nature and location of each contact related to each intensive probationer; and
- c. Current photograph of each intensive probationer.

Adopted by Administrative Order 2000-77 effective January 1, 2001. Amended by Administrative Order 2002-93 effective August 29, 2002.